



# Job Opportunity

## State Controller's Office

**Position:** Associate Information Systems Analyst (Specialist)- Limited Term | Statewide  
(Will also consider an Associate Programmer Analyst - Specialist)

**Location:** 21st Century Project, Personnel/Payroll Services Division  
710 Riverpoint Court, West Sacramento, CA 95605

**Issue Date:** April 5, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

LaSharel Hicks, (916) 375-6032

**Who May Apply:** Individuals who are currently in the Associate Information Systems Analyst (Specialist) or Associate Programmer Analyst (Specialist) classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service:** 1-800-735-2929

**Position Number(s):** 051-221-1470-930

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

Under the supervision of the 21<sup>st</sup> Century Project's Technology Infrastructure Manager (DPM II), the Associate Information Systems Analyst will provide technical PC desk/laptop support and a variety of assignments involving the maintenance and support of microcomputers, software applications, and the local area network (LAN) for the 21<sup>st</sup> Century Project. These tasks will be in collaboration with the Information Systems Division's Customer Service Center. The incumbent must analyze data and situations; identify and solve problems; reason logically; develop, document, and implement effective solutions; communicate effectively; and establish and maintain constructive, professional relationships with peers, customers, management, and vendors.

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

**Note:** *Proposed duties will be appropriately allocated upon selection of the identified candidate and subject to the level of appointment..*

Specific duties of the Associate Information Systems Analyst (Specialist), acting as a member of the Technology Infrastructure Team, will include, but not be limited to the following:

- Performs a variety of tasks in connection with the technical support of information technology hardware, multifunctional automated office systems, the LAN, Microsoft Active Directory, Windows XP.
- Provides limited LAN workgroup administration tasks specific to desktop access rights to network resources, viruses, and printing.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Works independently, with other technical staff, and with customers, to diagnose and resolve problems quickly and efficiently.
- Coordinates repairs.
- Works with the Information Systems Division (ISD) to insure compliance with departmental standards.
- Works with the Information Security Office (ISO) to identify and resolve security issues.
- Understands and applies client server technology and provides technical support to 21<sup>st</sup> Century Project employees' personal computers (PCs).
- Serves as a Division Contact for LAN support.

## **DESIRABLE QUALIFICATIONS:**

### **Attributes:**

- Ability to communicate effectively.
- Good analytical and interpersonal skills.
- Ability to easily adapt to change and act effectively under pressure.
- Ability and willingness to accept new responsibilities and accept personal responsibility for the development of the knowledge and skills necessary to succeed.
- Possess the knowledge, and experience in the planning, design, implementation and use of automated systems.
- Ability to effectively conduct oral presentations.
- Ability to create and sustain cooperative working relationships.
- Possess the following personal traits: patience, tact, reliability, and dependability.

### **Desired Experience:**

- Knowledge of Windows XP.
- Knowledge of Office 2000/XP, Active Directory, Outlook, Antivirus software.
- Experience providing technical support for LAN and PC hardware and software.

## **Reasons to apply/accept a position with the 21<sup>st</sup> Century Project Team:**

1. The 21st Century Project is the most innovative project evolving in state government! This is a great opportunity to participate in the project design, development, and implementation of the industry-leading mySAP ERP 2005 software product.
2. This is a multiyear project and a great opportunity to work closely with dedicated state professionals, our contracting system integrator, and with a premiere IT software platform.
3. You will be on the cutting edge gaining valuable IT competencies, opportunity for extensive training, and acquiring experience that will be marketable statewide.

**NOTE:** This location has **FREE PARKING**.

*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

21st Century Project, Personnel Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-0001

Attn: LaSharel Hicks